

**Preparation
of
Records for
Permanent
Preservation**

PREPARING RECORDS FOR PERMANENT PRESERVATION

- Records should remain in their folders in proper sequential order (alpha, numeric, alpha-numeric, etc.).
- When preparing the records, remove notebooks, spiral binders (plastic and metal), metal fasteners, clasps, computer printout binders and hardback books. Do not include audio or videotapes, microfilm or microfiche, or magnetic tapes. Do not put rubber bands around files to hold them together, as they will tear the documents.
- To expedite retrieval, we suggest papers be in order within the file folder. If certain papers are referred to more often than others (e.g. permits, history sheets, school transcripts), these should be placed to the front of the folder. If other than a sequential order is to be utilized, the arrangement should be noted and followed.
- Files are to be placed in cubic foot boxes, facing the front of the box in an upright position, and in sequential order. Do not over-stuff boxes. There should be approximately one inch of space at each end of the box.
- Archival acid-free boxes may be purchased on State of Delaware contract from the Paige Company. Ordering information is available under the Services for Government link on the Delaware Public Archives website (archives.delaware.gov).
- If you have maps or blueprints, they must be placed in map boxes, which may be borrowed from the Delaware Public Archives.
- A content list, which consists of all files in consecutive order within the box (names, case numbers, dates, etc.), must be created in MS Excel. If Excel is not available, the content list may be created in a Word table or MS Access. If using a word processing program other than Word, the file should be saved in Rich Text Format. **Handwritten content lists will not be accepted.** A sample checklist format has been included below. The titles of the files on the content list must be in the same order as the arrangement in the box. Print the content list and place each sheet as the first item in each box. For example, the content list for box 1 in the front of box 1; list for box 2 in front of box 2, etc.
- **Archival acid-free cubic foot boxes (grey or blue-grey) should be labeled with pencil only.** Nothing else (labels, paper, etc.) should be attached to these boxes. The following information must be indicated on each box (see sample box labeling below):
 - Box 1 of 2, 2 of 2, etc.
 - Department Name and Record Group Number
 - Division/Section
 - Contents: Title of Records and Series Number (taken from the retention schedule), Year of Records
 - From: A Thru: D, **OR** From: #001 Thru #010, etc.
- Place each checklist sheet inside its appropriate box. Ensure that the cubic foot boxes are correctly numbered to coordinate with the sequence of the records, for instance FY00 records Box #1, FY01 records Box #2, FY02 records Box #3, etc.
- Once the boxes have been prepared, access should be strictly monitored. When files are removed, a completed out card should be put in its place (see sample below). Just prior to transfer, the files should be rechecked to verify they were returned to the box. If, for some reason, the file cannot be sent, remove the file from the content list and reprint the list.
- Prepare a Transfer Document. Be sure the transfer document is filled out completely (see sample below). **Do Not Abbreviate.** Record Series and Series Title must be the same as the retention schedule. A separate transfer document must be completed for each record series. An electronic Transfer Document may be obtained from the Services for Government link on the Delaware Public Archives website (archives.delaware.gov).

➤ The content list and your transfer document are to be attached to an e-mail and sent to your Information Resource Specialist. Once the transfer document and content list have been received and approved, you will be notified of the scheduled date to deliver the records to the Delaware Public Archives. If your agency is unable to deliver records to DPA, please contact your Information Resource Specialist as other resources may be available. **NOTE:** Once the records are in the custody of the Delaware Public Archives, a copy of the Transfer Document will be returned to you with the assigned barcode numbers and location. **Please Keep This For Your Records.**

➤ Once records are transferred to “Archives”, they become the property of the Delaware Public Archives. Original records will not be returned to the agency and a charge to the agency for copies may be incurred. Records sent for permanent preservation may be retrieved only if their retention instructions include the following language:

..... transfer to State Records Center for (xx) years; transfer to Archives for permanent preservation.

If your agency needs continuing access to these records after they are transferred, you may want to contact your Information Resource Specialist to revise your retention schedule.

➤ If it is necessary to request a file, the request must be made by your agency Records Officer or Authorized Agent. Requests may be made with a Record Services Form (see DPA website for electronic form). Once completed, it may be submitted via e-mail to ***Ready Records (MailBox Resources)***.

SAMPLE

OUT CARD

Description of records: Hearing Records 2000
Brown, Charlie

Agency and/or individual requesting records: Div. of Public Health/Kent County Health Unit
Bill Brown

Date Pulled: 12/2/06

Record Pulled By: Sue Adams

OUT CARD

Description of records: _____

Agency and/or individual requesting records: _____

Date Pulled: _____

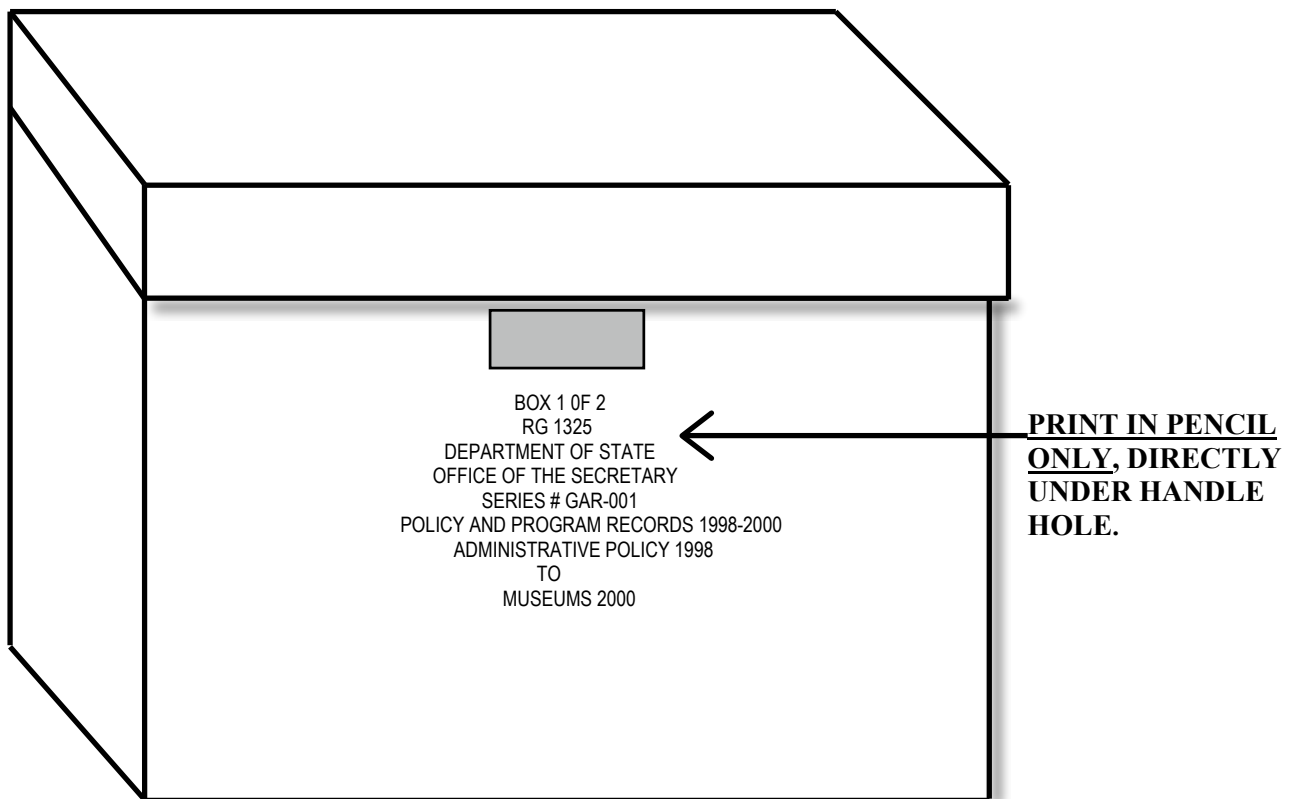
Record Pulled By: _____

SAMPLE BOX LABELING

Use the example below to label your boxes.

Please print using pencil only. Do Not Abbreviate!

Do not over-stuff boxes. There should be approximately one inch of space at each end of the box.



SAMPLE CONTENT LIST

Please Contact Your
Information
Resource Specialist
to customize the
content list for your
records.

CONTENT LISTS MUST BE IN ONE OF THE FOLLOWING FORMATS:

1. Excel (Preferred Format)
2. Word Table (When using other word processing programs, save in Rich Text Format.)
3. Access

1	2	12	3	4	5	6	7	13	8	9	14	10	11	15	16
RG	RC Series #	Begin Date	End Date	Department Organization	Division	Section	Series Name	Case # ID #	File Name		Type of Case (or other pertinent info if needed)	Disposition Date	Agency Box #	Archives Box #	Archives Use TD #
1325	GAR-001		1998	Department of State	Office of the Secretary		Policy and Program Records		Administrative Policy			Permanent	1 of 2		
1325	GAR-001		1999	Department of State	Office of the Secretary		Policy and Program Records		Administrative Policy			Permanent	1 of 2		
1325	GAR-001		2000	Department of State	Office of the Secretary		Policy and Program Records		Administrative Policy			Permanent	1 of 2		
1325	GAR-001		1998	Department of State	Office of the Secretary		Policy and Program Records		Annual Reports			Permanent	1 of 2		
1325	GAR-001		1999	Department of State	Office of the Secretary		Policy and Program Records		Annual Reports			Permanent	1 of 2		
1325	GAR-001		2000	Department of State	Office of the Secretary		Policy and Program Records		Annual Reports			Permanent	1 of 2		
1325	GAR-001		1998	Department of State	Office of the Secretary		Policy and Program Records		Museums			Permanent	1 of 2		
1325	GAR-001		1999	Department of State	Office of the Secretary		Policy and Program Records		Museums			Permanent	1 of 2		
1325	GAR-001		2000	Department of State	Office of the Secretary		Policy and Program Records		Museums			Permanent	1 of 2		

olumns: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 are mandatory.
olumns: 12, 13, and 14 are optional depending on type of records.
olumns 15 and 16 are for Archives Use Only.

